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January 15, 2018

Commodore Media
500 Fifth Avenue, Suite 3000
New York, NY 10011

To Whom It May Concern:

Ugh! Get a name.

English w/ Honors major??? Check your language.

Starting out by listing qualities isn't the best opener. (See the CDC's Cover Letter Checklist handout for tips!)

I offer Commodore Media a background in strategy, research, communication, editing and interpersonal skills from my undergraduate career as a Syracuse University English with Honors Major and work experience. In addition to these skills, I offer the initiative, the desire, and the drive to learn and relearn what is necessary to be work within the Communications industry.

For three consecutive summers, I have interned in the area of Communication. I feel I am a strong candidate to work at Commodore Media for many reasons. I understand the time and attention to specific customer needs is essential in a client-based industry; however, this vital service is often sacrificed in business for the sake of speed. Working in an advertising firm this past summer, I accommodated customer needs and concerns. I balanced accounts daily through the precise and accurate completion of individual transactions. I also checked the work of fellow employees to avoid errors in client's and companies accounts because my major of English has allowed me to develop excellent written and oral communication skills.

Enclosed is a copy of my resume that describes my capabilities in greater detail. I feel confident that my background and past experiences as well as my strong interpersonal skills will enable me to succeed in the Communications industry. I hope I have the opportunity to interview with you and discuss the responsibilities of the position more thoroughly.

Sincerely,

Jason Smith

"I" disease. Minimize the use of "I."
Make sure you're always thinking about the skills you can offer.

... Except in your grammar and proofreading skills. Make sure you have someone look over your letter!

By moving away from "I disease," and instituting some grammar checks and proofreading... this will be a much improved letter.